From: Lynch, Bill on Thu, Nov 16, 1995 8:22 AM
Subject: RE: Suspension Notice
To: Murphy, Virginia

The Notice of Disposal Suspension should be issued through our group. The format used includes a cover memo which Legal has tried to standardize and an attachment which details the record categories on disposal suspension. In the case of limited distributions we often cc: the responsible individuals within the departments. John Mulderig is at Shook, Hardy & Bacon today and when he calls in Kelly will ask him how he would like to proceed. In the interim, could you provide me with a copy of the subpoena so we know the record types and media formats to be placed on suspension. Please call when ready and my secretary will pick it up. Thanks.

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